



STATE HEALTH BENEFIT PLAN (SHBP) 2013 ACTIVE EMPLOYEE NON-TOBACCO USERS SURCHARGE POLICY

This policy applies to members who are not tobacco users and are paying the tobacco surcharge.

Members who are not tobacco users may have their tobacco surcharge removed by completing the applicable requirements through their health plan vendor (Cigna or UnitedHealthcare) as outlined below.

Removal of the tobacco surcharge is on a prospective basis only and SHBP will NOT refund any previously paid surcharges.

Surcharge Removal Requirements

If you are not a tobacco user and are paying the tobacco surcharge, you must:

- Complete the online Health Assessment in 2013 through your health plan vendor at mycigna.com for Cigna members or myuhc.com for UnitedHealthcare members
- Print confirmation of completion of the online health assessment
- Complete either an online or telephonic wellness coaching program through your health plan vendor, Cigna or UnitedHealthcare (UHC) in 2013
- Obtain a Certificate of Completion from the online or telephonic wellness coaching program
- Complete the SHBP 2013 Active Employee Non-Tobacco Users Affidavit Form certifying compliance. The form is located on the SHBP website www.dch.georgia.gov/shbp, under "SHBP Plan Documents" or by calling 800-610-1863
- Submit the signed SHBP 2013 Active Employee Non-Tobacco Users Affidavit Form, the Certificate of Completion from the online or telephonic wellness coaching program and your confirmation of completion of the online health assessment to your payroll location benefit coordinator, who will complete the required deduction information and submit to SHBP for processing.

INSTRUCTIONS FOR ACCESSING THE HEALTH ASSESSMENT AND WELLNESS PROGRAMS

Cigna Healthcare

To take the online health assessment:

1. **Go to myCigna.com**
 - If you have not previously registered for “My Health & Wellness Center” or **myCigna**, select the “Register” button and complete the registration process.
 - If you have previously registered for “My Health & Wellness Center” or myCigna, log in with your User ID and Password.
2. **Select the “Take My Health Assessment” link on the homepage.** Just look for the big red apple in the center of the screen. The health assessment link will be one of the rotating options on the homepage.
3. **After selecting “Take My Health Assessment”** you will be transferred to the My Health & Wellness Center homepage where you can take the health assessment.

To utilize an online wellness coaching program:

1. **Go to myCigna.com**
 - If you have not previously registered for “My Health & Wellness Center” or **myCigna**, select the “Register” button and complete the registration process.
 - If you have previously registered for “My Health & Wellness Center” or myCigna, log in with your User ID and Password.
2. Click on the “Manage My Health” tab
3. Click on “My Health Assessment” to access the “My Health & Wellness Center” home page
4. Select program of choice

To register for telephonic wellness coaching program:

1. Call the number on the back of your member ID card

UnitedHealthcare

To take the online health assessment:

1. Click on www.myuhc.com.
2. Click on "Site Login" and enter Username and Password or "Need a Username and Password" if a first time user.
3. Click on the "Health Assessment" button located in the right hand column
4. On the Health & Wellness homepage, click on "Spanish or English Health Assessment"
5. Read the privacy information and then click on "Launch University of Michigan Health Assessment" in the middle of the page.
6. Answer the questions and hit "Submit to the University of Michigan for Analysis" at the bottom of the questionnaire.
7. Review your personal results profile. You may also print for your records. Your completed health assessment will personalize your online health & wellness experience.

To utilize an online wellness coaching program:

1. Click on www.myuhc.com.
2. Click on "Site Login" and enter Username and Password or "Need a Username and Password" if a first time user.
3. Select the "Health and Wellness" tab
4. Select the "Online Health Coach" tab

To register for telephonic wellness coaching:

1. Call the number on the back of your member ID card

If you have trouble with the Health Assessment or Wellness Information, please contact the Customer Service Unit of your Health Plan Vendor.